

Department of Health and Family Services  
Division of Children and Family Services

To: County Human and Social Service Directors  
DCFS/Bureau of Milwaukee Child Welfare  
County eWiSACWIS Contacts

CC: DCFS/Bureau of Programs and Policies  
DHFS/DMT Bureau of Fiscal Services  
DHFS/OSF Area Administration  
eWiSACWIS Project Team  
DOJ/Director of State Courts- Children's Court Improvement Office

From: DCFS/Office of Program Evaluation and Planning

Subject: eWiSACWIS Model for Ongoing Services

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**eWiSACWIS Program  
Operations Memo**

**No: 2006-04**  
**Date: June 21, 2006**

**Topic Areas:** Ongoing Services – Family Assessment, Case Plan and Case Progress Evaluation

**Effective Date:** July 17, 2006

**Purpose:** The purpose of this memo is to provide direction to eWiSACWIS users regarding use of the revised case planning documents for ongoing services. This memo provides guidance for the transition from the current documents to the revised documents.

**Background:** The ongoing model in eWiSACWIS is being changed to simplify the documents used for case planning and include more pre-fill/copy-over functionality. The revisions were recommended by the Program Enhancement Plan Case Process Committee and are included in the July 17<sup>th</sup> release. The revisions will make the case planning functions easier to complete in the system and the resulting documents will be more reader-friendly for use with child welfare clients.

The revisions to the Family Assessment and Case Plan are significant; combining the documents into an integrated Family Assessment and Case Plan (FA&CP). The new Case Process Evaluation (CPE) is designed to pre-fill with case goal information from the FA/CP. Due to the extent of changes, it is not feasible to convert information from existing Family Assessments and Case Plans to the new FA&CP format. Thus, when users do a CPE after July 17<sup>th</sup> using the new format, it will be necessary to enter a new FA&CP to complete the CPE. Once the FA/CP has been completed and approved, the information entered into the FA/CP will copy forward into a subsequently created CPE where users will be able to record progress on the case goals.

For cases with a CPE due in July, users can complete the CPE using the current format by July 14<sup>th</sup>. Existing Family Assessments and Case Plans can continue to be used until a CPE is due. Since it will be necessary to create a new FA/CP only when CPEs come due, users can stagger the creation of new FA&CPs in the system.

### **Changes to the eWiSACWIS Ongoing Model:**

The Family Assessment & Case Plan (FA&CP) will be combined into one page, which when created, may pre-fill Narrative and Safety information from an approved Initial Assessment to assist the worker with the Family Assessment. The Family Assessment portion of the new FA&CP will allow users to document current Safety Threats for the family as well as document Child Functioning, Adult/Parent Functioning, and Family Functioning Narratives. The Case Plan portion of the FA&CP allows the worker to enter Case Plan goals and track the provision of services set up to help the Case participants or Family as a whole meet the goals. As a result of the Family Assessment and Case Plan being combined into one page, there will only be one approval for the combined page.

Saving a FA&CP will automatically generate a Safety Assessment & Planning page which will pre-fill with the Safety Threats indicated in the FA&CP. The user will not be able to approve the FA&CP until the Safety Assessment & Planning has been completed.

CPEs will be due 90 days from the approval of the FA&CP if the Safety Decision on the FA&CP is Unsafe. CPEs will be due 180 days from the approval of the FA&CP if the Safety Decision is Safe.

Users will not have to create new FA&CP pages to update Case Plans. The new CPE will copy in all participants and goals from the FA&CP. The user will document the progress and status of goals on CPE. Users will also have the ability to revise existing goals and insert new goals to the Case Plan. The approved CPE essentially will become the new, updated Case Plan.

Saving a CPE will automatically generate a new Safety Assessment & Planning page which will pre-fill with the Safety Threats answered on the CPE. The user will not be able to approve the CPE until the Safety Assessment & Planning has been completed.

The user will terminate the Case Plan by accessing most recently approved part of the plan (could be the FA &CP or CPE) and selecting Terminate under the Options Dropdown.

Additional information on practice standards and system changes in the July 17<sup>th</sup> release may be found at:

[http://dhfs.wisconsin.gov/wisacwis/knowledged web/project support/Program Operation Memos/Safety Practice Standards.pdf](http://dhfs.wisconsin.gov/wisacwis/knowledged%20web/project%20support/Program%20Operation%20Memos/Safety%20Practice%20Standards.pdf)

New online page: Family Assessment & Case Plan Page

Family Assessment & Case Plan					
<div> <div>Print</div> <div>Spell Check</div> <div>REC</div> <div>Help</div> </div>					
<b>Family Assessment/Case Plan</b>					
Case Name:	Corey Canadian	Case Number:	9221592	Effective Date:	12/31/2005
Worker Name:	Daisy Dan	Approval Date:	01/04/2005	Status:	Ongoing
				FA&CP Completed:	<input type="checkbox"/>
<div> <div>Child Functioning</div> <div>Parent/Caregiver Protective Capacities</div> <div>Family Functioning</div> <div>Roles &amp; Responsibilities</div> </div>					
<b>Safety Assessment</b>					
<b>Safety Threats</b>					
Child shows effects of maltreatment, such as serious symptom and lack of behavioral control.				<input type="radio"/> Yes	<input checked="" type="radio"/> No
Child is fearful of home situation.				<input type="radio"/> Yes	<input checked="" type="radio"/> No
Child shows effects of maltreatment such as serious physical symptoms.				<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Children</b>		<b>Child Functioning</b>			
<input checked="" type="radio"/> Mary Smith <input type="radio"/> John Smith <input type="radio"/> Nathan Smith		Describe the child's general functioning and effects of any maltreatment. Pre-fills from IA-PC, IA Narrative, or most recent FA/CP or CPE.			
<div>Add</div>					
<b>Goals</b>					
Goal: Verbally expresses and responds with feelings and thoughts in an appropriate and acceptable manner. Communication is open, honest, constructive, and direct. Demonstrates empathy and consideration of others. Makes known thoughts, feelings, needs.				Begin Date: 01/05/2006	Target End Date: 01/05/2006
				<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy Detail</a>	
Service/Activity Emotional SupportSupervision				Provider/Responsible Person Martha Matthews	
Options:				<div> <div>Save</div> <div>Close</div> </div>	
<div> <div>Done</div> <div>Local intranet</div> </div>					

**Contacts:**

Questions regarding the new FA&CP and CPE should be directed to the eWiSACWIS Helpdesk at:

- Telephone - (608) 261-4400 or toll-free (866) 335-2180,
- TTY: 1-608-836-2852
- email - [Helpdesk@wi.gov](mailto:Helpdesk@wi.gov) (include eWiSACWIS in subject line)